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Health and Human
Services

Independent School Districts

Random Moment Time Study

What is Random Moment Time Study (RMTS)?

- A valid random sampling technique that measures the participant's time performing work activities
- The “Moment” represents one minute of time that is randomly selected from all available moments within the quarter
- Statewide time study sample

Regardless of the district the time study participant is located, once the moment has occurred, please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the district.



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Overview - Purpose of RMTS

To determine the percentage of time the Independent School District (ISD) incurs assisting individuals to access medically necessary Medicaid funded services.

Direct Medical Services - SHARS

Medicaid Outreach

Medicaid Eligibility Determination

Medicaid Referral, Coordination, and Monitoring

Medicaid Staff Training

Medicaid Transportation

Medicaid Translation

Medicaid Program Planning, Development & Interagency Coordination

Medicaid Provider Relations

To Reasonably identify staff time spent on activities during the given quarter.



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Overview - Time Study Activities

Direct Medical – Providing care, treatment and/or counseling

Outreach – Informing students, families and groups about available services

Eligibility – Assisting students or families with the Medicaid eligibility process

Referral, Coordination, and Monitoring – Making referrals, coordinating and/or monitoring activities on a student's Individualized Educational Plan (IEP)

Staff Training – Coordinating, conducting or participating in training pertaining to medical or Medicaid services

Translation – Arranging or providing translation to a student or family to access medical or Medicaid services

Transportation – (Exclude bus drivers) aides and monitors accompanying students in need of personal care services or arranging transportation to medical services

Program Planning, Development & Interagency Coordination – Developing strategies to improve the coordination and delivery of medical or Medicaid services

Provider Relations – Activities to secure and maintain Medicaid providers



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Overview- RMTS Process

HHSC Contractor codes moment



RMTS Contact identifies pool of time study participants



HHSC Contractor identifies pool of available time study moments



HHSC Contractor randomly matches moments and participants



RMTS Contact ensures selected participants are trained



Participant responds to selected moment by answering moment online



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Requirements for RMTS

In order to participate, you must...

- Time Study Periods (Federal Fiscal Quarters)
 - 1st Quarter - October, November, December
 - 2nd Quarter - January, February, March
 - 3rd Quarter - April, May, June
 - 4th Quarter – **No Time Study conducted**
- For SHARS - An active Texas Provider Identifier (TPI) number from Texas Medicaid & Healthcare Partnership (TMHP) is required.
- For MAC - A valid SCOR number from HHSC is required.
- Participant List (PL) must be certified for ISD to participate in the random moment time study (RMTS).
- To be included on the MAC claim and/or SHARS cost report position must be included on the PL.
- A statewide response rate of 85% for RMTS moments is required.
- Mandatory annual training for RMTS Contact and participants is required.



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Requirements - Important Dates

Event	Opens/Begins	Closes/Ends (6 p.m. CT)
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Participant List (PL)

1st Quarter PL	05/14/2021	09/15/2021
2nd Quarter PL	09/16/2021	12/15/2021
3rd Quarter PL	12/16/2021	03/04/2022

Time Study (TS)

1st Quarter TS	10/01/2021	12/10/2021
2nd Quarter TS	01/10/2022	03/31/2022
3rd Quarter TS	04/01/2022	05/27/2022



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Requirements - Training



- Each RMTS Contact must complete HHSC training annually
- RMTS contacts are required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings.
- Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference
- Refresher training may be conducted via CD's, videos, web-based and self-paced training
- HHSC recommends that all participating ISD's have at least 2 employees attend mandatory RMTS Contact training
- Trained RMTS contacts are responsible for training Time Study (TS) participants annually
- MAC Financial Contact training and SHARS Financial Contact training are mandatory and held separately

PL - Development

- At the beginning of each quarter only the trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS.
- Once PL is closed you cannot add/delete a participant nor change position/function category.
- No changes can be made after the 3rd quarter PL closes until next FFY PL opens, unless you attend an early May training which gains you access to PL mid-May.



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PL - Development

An accurate PL is a critical part for ensuring eligibility for MAC and/or SHARS

If an ISD does not update/certify its PL by the deadline:

They are ineligible to submit a MAC claim for that quarter

They are ineligible for SHARS reimbursement for the entire FFY 2021

Every time the PL is updated, it is also certified.

The RMTS Contact must open the PL and click the “certify the PL” button prior to the deadline, even if there are no changes to the participant list from the previous quarter.

Reminder e-mails will be sent only to those ISDs that have not certified their PL

The PL provides a basis to identify the positions that may be included in the MAC claim and SHARS cost report



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Email Messages

Types of Communication managed predominantly via e-mail, i.e.:

- RMTS moment notifications and follow ups
- Participant list updates
- Compliance follow-ups
- MAC Financial notifications and follow-ups

Role in Fairbanks dictates what messages you receive

It's critical that your district authorize your e-mail system to accept emails from Fairbanks.

Confirm with your IT staff to make sure that e-mails with info@fairbanksllc.com, and @hhsc.state.tx.us extensions pass through firewalls and spam filters.



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Contact Information

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Thank you

Time Study Unit